

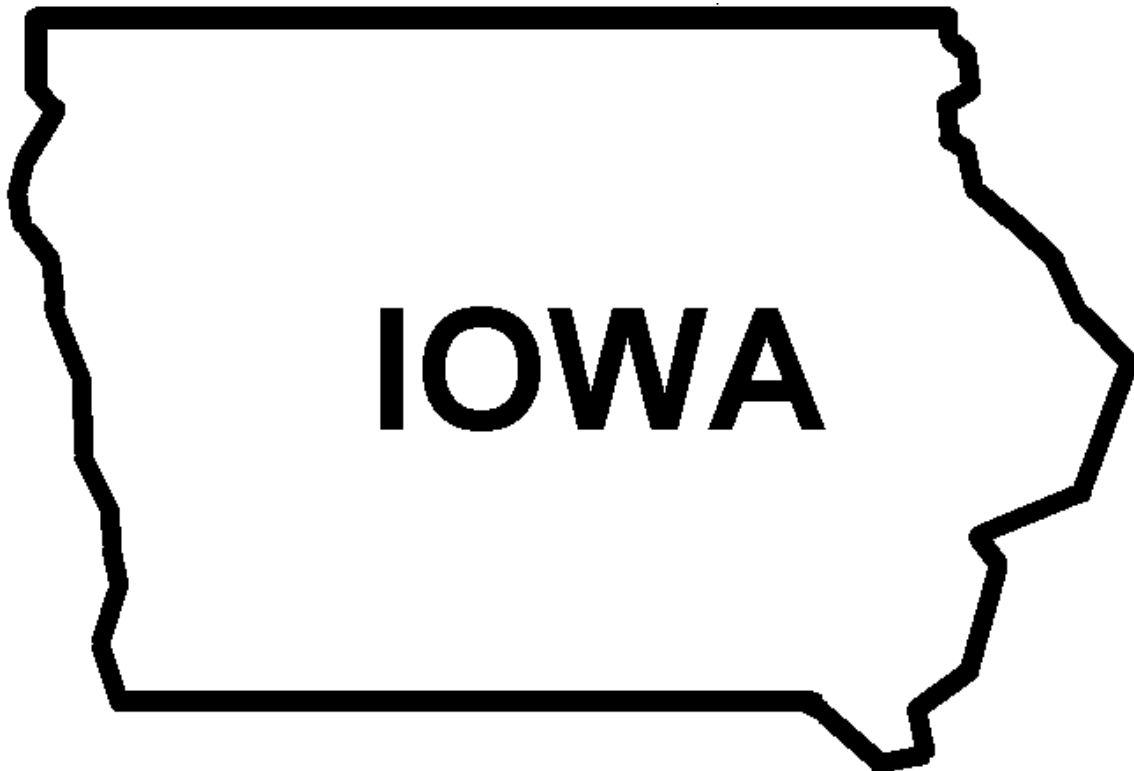
# **Title IIA**

## **No Child Left Behind Act of 2001**

(Reauthorization of the Elementary and Secondary Education Act of 1965)

### **Improving Teacher Quality State Grants**

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**REQUEST FOR PROPOSALS  
2002-2004**

**Improving Teacher Quality State Grant Program  
Title IIA Higher Education Grant Program**

**2002-2004**

|                                      |  |
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| <b>December 2002</b>                 | Request for Proposals become available   |
| <b>February 1, 2003</b>              | Letters of Intent due in Board of Regents Office   |
| <b>March 3, 2003</b>                 | Applications due by noon at:<br>Board of Regents, State of Iowa<br>11260 Aurora Avenue<br>Urbandale, Iowa 50322-7905<br><br>Completed application includes:<br>Cover Page<br>Abstract<br>Assurances<br>Budget and Narrative<br>Documentation of Members of Eligible<br>Partnerships<br>Narrative (16 pages maximum)<br>Optional Appendices |
| <b>March 24, 2003</b>                | Title IIA Advisory Committee Meeting<br>(tentative)  |
| <b>April 2003</b>                    | Awarding of Grants (tentative)   |
| <b>Late April/Early May<br/>2003</b> | Colloquium of Title IIA Project Directors<br>(tentative)   |
| <b>Summer 2003</b>                   | Projects begin   |
| <b>Academic Year 2003-<br/>2004</b>  | Projects continue  |
| <b>June 15, 2004</b>                 | All projects must be completed   |
| <b>July 16, 2004</b>                 | All financial encumbrances for projects are<br>cleared   |
| <b>August 25, 2004</b>               | Project Profiles, final reports, and final budget<br>reports are due in the Board of Regents Office  |

## Table of Contents

| <u>Area of Interest</u>  | <u>Page</u> |
|--|-------------|
| Calendar   | i           |
| Table of Contents  | ii          |
| Introduction   | 1           |
| Purpose  | 1           |
| Role of the Board of Regents, State of Iowa                    | 1           |
| Who May Apply  | 1           |
| Priorities of the FY 2002 Title IIA Program in Iowa            | 2           |
| Funding Priority   | 2           |
| Definition and Selection of High-need Local Education Agencies | 2           |
| Definition and Use of Scientifically Based Research            | 3           |
| Needs Assessments  | 4           |
| Key Federal Requirements                                       | 4           |
| Program Guidelines   | 5           |
| Development of Teams   | 5           |
| Time Commitments   | 5           |
| Use of Funds   | 5           |
| Project Period   | 7           |
| Reporting Requirements   | 7           |
| Acknowledgement of Support                                     | 7           |
| Submission of Proposals  | 7           |
| Letter of Intent   | 7           |
| Address  | 8           |
| Number of Copies   | 8           |
| Deadline   | 8           |
| Award Date   | 8           |
| Content and Format of Proposals                                | 8           |
| Cover Page   | 8           |
| Abstract   | 8           |
| Assurances   | 8           |
| Budget and Narrative   | 8           |
| Documentation of Members of the Eligible Partnership           | 9           |

|   |    |
|---|----|
| Narrative   | 9  |
| Statement of Objectives and Intended Outcomes by LEAs                                 | 9  |
| Statement of Objectives and Intended Outcomes for the Project                         | 9  |
| Description of the Proposed Project   | 10 |
| Discussion of the Project's Quality and Effectiveness                                 | 10 |
| Discussion of the Eligible Partnership's Capacity and Commitment                      | 10 |
| Discussion of the Project's Wider Impact  | 10 |
| Discussion of Participation of Private Schools  | 11 |
| Description of the Evaluation Plans   | 11 |
| Description of the Project's Relationship to Other Projects and/or Sources of Funding | 11 |
| Other Pertinent Information   | 11 |
| Optional Appendix A   | 11 |
| Optional Appendix B   | 11 |
| Optional Appendix C   | 11 |
| Optional Appendix D   | 11 |
| Financial Policies  | 12 |
| Fiduciary Member of the Eligible Partnership  | 12 |
| Disbursement of Funds   | 12 |
| Salaries versus Tuition   | 12 |
| Stipends  | 12 |
| Travel Costs  | 12 |
| Indirect Costs  | 12 |
| The New Special Rule  | 12 |
| Reduction for Less than Anticipated Participants                                      | 12 |
| Budgetary or Programmatic Changes   | 12 |
| Audit Requirements  | 13 |
| Selection of Proposals  | 13 |
| The Process   | 13 |
| Proposal Rating Criteria  | 13 |
| Additional Information  | 15 |
| Appendix  | 16 |
| Cover Sheet Instructions  | 17 |
| Budget Summary Instructions   | 18 |
| Budget Compliance Summary   | 20 |
| Cover Sheet Form  | 21 |
| Assurances Form   | 22 |
| Budget Summary Form   | 23 |
| Budget Compliance Form  | 25 |

**The Improving Teacher Quality State Grants  
Title IIA of the No Child Left Behind Act of 2001  
Iowa**

**Introduction**

The Board of Regents, State of Iowa, announces the availability of funds from the FY 2002 federal budget to undertake professional development activities for elementary and secondary teachers in the State of Iowa. These grants will be awarded on a competitive basis to independent colleges and universities, community colleges, and public universities for the purpose of coordinating professional development activities for high-need local education agencies.

The No Child Left Behind Act of 2001 (NCLB) continues efforts begun in the Elementary and Secondary Education Act of 1965 (ESEA). The No Child Left Behind Act (P.L. 107-110) is the latest in a series of re-authorization processes for ESEA. For the past 20 years, funds from the re-authorization process have been made available to state agencies for higher education for competitive grants that bolster emphases of the reauthorization act.

This Request for Proposals is designed to help individuals complete and submit proposals to perform professional development activities.

**Purpose:** "The Title IIA program focuses on using practices grounded in scientifically based research to prepare, train, and recruit high quality teachers. ... The goal is to improve teaching so as to raise student achievement in the academic subjects." (US DOE Non-regulatory Draft Guidance, June 6, 2002)

**Role of the Board of Regents, State of Iowa:** The Board of Regents, State of Iowa, is the state agency for higher education in Iowa to administer the higher education portion of Title IIA. The Board of Regents solicits proposals from independent colleges, community colleges, and public universities while at the same time cooperating with the Iowa Department of Education to provide a seamless administration of both parts of Title IIA in Iowa. The Board of Regents uses an Advisory Committee to review proposals and prepare funding recommendations. Members of the Advisory Committee represent independent, community, and public colleges and universities as well as the K-12 sector and the Iowa Department of Education.

**Who May Apply:** Any accredited Iowa private or public institution of higher education is eligible to apply for grants under the higher education portion of the Title IIA. Each applicant team consists of three members: (1<sup>st</sup> member) one or

more high-need local education agencies (defined on page 2), (2<sup>nd</sup> member) a college or department of education involved with teacher preparation, and (3<sup>rd</sup> member) the appropriate colleges or departments in basic content areas of arts and sciences. Partnerships that involve not-for-profit organizations and professional societies, other educational institutions, and appropriate businesses and industries as additional collaborative partners are encouraged.

### **Priorities of the FY 2002 Title IIA Program in Iowa**

**Funding Priority:** In Iowa, the Governor and the Legislature continue to identify mathematics, science, and reading as priority curricular areas. The Board of Regents, State of Iowa, will focus the FY 2002 Title IIA program on mathematics and science. In cooperation with the Iowa Department of Education, the Board of Regents seeks to help Iowa educators maintain the quality of education in the state among the elite of the nation.

During the current competition, \$543,443 will be available for allocation to projects within the state. The Board of Regents is obligated to ensure that equitable distribution of funds occurs throughout the state. The Board of Regents makes no commitment to a certain number of projects. The maximum grant awarded will be \$90,000.

**Definition and Selection of High-need Local Education Agencies:** NCLB defines a high-need local education agency (LEA) as having two qualifications. Each qualification can be met in two ways. As defined in section 2102 of NCLB, a high-need LEA is one:

- (A) (i) that serves not fewer than 10,000 children from families with incomes below the poverty line;  
**or**  
(ii) for which not less than 20% of the children served by the agency are from families with incomes below the poverty line;
- AND**
- (B) (i) for which there is a high percentage of teachers not teaching in the academic subjects or grade levels that the teachers were trained to teach;  
**or**  
(ii) for which there is a high percentage of teachers with emergency, provisional, or temporary certification or licensing.

One source to identify school districts for part (A) is the Iowa Department of Education's Public School Free and Reduced Meal Eligibility Report. The report is available on-line at <http://www.state.ia.us/educate/fis/pre/eddata/index.html>. Scroll down to the Free and Reduced Lunch Report, which is available in "pdf" format.

Collaborating LEAs will need to provide evidence for Part (B) high-need qualification. There is no limit to the number of LEAs that can be involved in a project; however, the project must meet LEA-identified needs to support school improvement plans. LEAs that are not high-need may participate in projects as additional collaborative partners. Private schools may participate on an equitable basis as additional collaborative partners.

**Definition and Use of Scientifically Based Research:** "Scientifically based research" is defined in Title IX, Part A, section 9101(37) of NCLB as:

1. (Scientifically based research) means research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs; and
2. (Scientifically based research) includes research that:
  - ◆ Employs systematic, empirical methods that draw on observation or experiment;
  - ◆ Involves rigorous data analyses that are adequate to test the stated hypotheses and justify the general conclusions drawn;
  - ◆ Relies on measurements or observational methods that provide reliable and valid data across evaluators and observers, across multiple measurements and observations, and across studies by the same or different investigators;
  - ◆ Is evaluated using experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions and with appropriate controls to evaluate the effects of the condition of interest, with a preference for random-assignment experiments, or other designs to the extent that those designs contain within-condition or across-condition controls;
  - ◆ Ensures that experimental studies are presented in sufficient detail and clarity to allow for replication or, at minimum, offer the opportunity to build systematically on their findings; and
  - ◆ Has been accepted by a peer-reviewed journal or approved by a panel of independent experts through a comparably rigorous, objective, and scientific review.

"Activities must be based on a review of scientifically based research that shows such interventions are expected to improve student achievement. This means that there must be reliable and valid research evidence that the program

activities are effective in helping teachers improve student academic achievement." (excerpt from Guidance documents)

All projects must meet the criteria for employing scientifically based research. NCLB requires LEAs and their partners in professional development to use only those methods and strategies already proven to work. If applicant teams cannot verify that the methods and strategies meet the requirements for scientifically based research, projects will be omitted from the competition.

**Needs Assessment:** Because of the highly individual needs of LEAs, successful applicants will have availed themselves of several sources of needs assessment. The first source is the assessment undertaken by LEAs to create their Comprehensive School Improvement Plans (CSIPs). A second source is the Iowa Department of Education's assessment in mathematics and science; this assessment is due in preliminary form in November or December 2002. Contact Tony Heiting (Science Consultant) or Judith Spitzli (Mathematics Consultant) for further information. Other needs assessments may be used. Proposals should include relevant needs assessment support documents as an appendix to the proposal.

**Key Federal Requirements:** The Board of Regents, State of Iowa, is required by NCLB (P.L. 107-110) to ensure that activities undertaken are aligned with state standards and have been based on scientifically based research that will contribute to improvements in academic achievements by students. Iowa does not have statewide standards, only local standards. The standards set forth by the individual disciplines through their national bodies serve as the guides for improving academic success of students. If teachers are not aware of the national standards and how such standards affect classroom experiences, projects should include sessions explaining the national content standards, their implementation in the LEA, and their relationship to CSIPs.

The definition of scientifically based research was provided previously in this Request for Proposals. Congress intended the term "scientifically based research" to be interpreted narrowly; the U.S. Department of Education interprets it narrowly. Congress wants results from the funds they allocate for professional development of teachers. Positive results must be indicated by the various interventions. Proposed projects should stringently meet the federal definition of "scientifically based research."

Coordination of this program with other federally funded professional development programs is another requirement imposed by the federal legislation. In particular, eligible partnerships that receive Title IIA grants and grants under section 203 of the Higher Education Act of 1965 (Teacher Quality Enhancement Partnership Grants) must coordinate with each other the activities of both grants.



## **Program Guidelines**

**Development of Teams:** Proposals are sought that will train and support educators in achieving the chief goal of the program — to improve teaching so that there is a demonstrated increase in student achievement. The exact composition of teams undergoing training will vary with the specific needs of the LEA and collaborating partners involved in the project. Project teams should include the administrator responsible for CSIP and/or Title IIA activities within that LEA. When more than one LEA is involved, administrators from each LEA should be included.

To that end, the proposals should work with LEAs, AEAs, and Iowa Department of Education as appropriate to identify and recruit teams of teachers and administrators to provide in-service opportunities for educators in their schools.

**Time Commitments:** Because change and re-tooling can occur slowly, a minimum of 80 contact hours are required of teams. Project proposals that are multi-year are welcome, but applicants should be advised that the Board of Regents will NOT guarantee or encumber funds for continuing projects. They must compete annually and be selected for continuation. Projects seeking continuation funding must provide evidence that student achievement is increasing.

Projects may begin as soon as award contracts are signed in spring 2003. One popular model for professional development utilizes a summer, in-depth session with follow-up sessions during the following academic year. Other models are possible, but all should include activities that assist and support teachers throughout the 2003-2004 academic year.

**Use of Funds:** As applicants prepare budgets, it is imperative that individuals involved with leading and devising the project are aware of a special rule added by Congress to the legislation. This rule has not been included in forerunner professional development programs of ESEA. The rule states: "No single participant in an eligible partnership may use more than 50% of the funds made available to the partnership." [NCLB, Title IIA, Section 2132(c)] The budget protocols that appear later in this Request for Proposals are intended to guide the applicants implement this new rule. Assistance will be available from program staff.

Section 2134 of NCLB indicates allowable uses of funds:

An eligible partnership that receives funds shall use the funds for:

- (1) professional development activities in core academic subjects to ensure that
  - (A) teachers and highly qualified paraprofessionals, and, if appropriate, principals have subject matter knowledge in the academic subjects that the teachers teach, including the use of computer related technology to enhance student learning; and
  - (B) principals have the instructional leadership skills that will help such principals work most effectively with teachers to help students master core academic subjects; and
- (2) developing and providing assistance to local educational agencies and individuals who are teachers, highly qualified paraprofessionals, or principals of schools served by such agencies, for sustained, high-quality professional development activities that
  - (A) ensure that the individuals are able to use challenging State academic content standards and student academic achievement standards, and State assessments, to improve instructional practices and improve student academic achievement;
  - (B) may include intensive programs designed to prepare such individuals who will return to a school to provide instruction related to the professional development described in subparagraph (A) to other such individuals within such school; and
  - (C) may include activities of partnerships between one or more local educational agencies, one or more schools served by such local education agencies, and one or more institutions of higher education for the purpose of improving teaching and learning at low-performing schools.

Grant funds can be used to pay stipends and subsistence costs for educators attending workshops. Funds can be used to provide assistance to support LEAs during the 2003-2004 academic year and to obtain materials and resources needed to perform project objectives. Funds may not be used to pay for equipment. For purposes of this grant, equipment is defined as tangible non-expendable personal property charged directly to the award and having a useful life of more than one year.

Grant funds may be used to pay tuition for projects offering graduate credit. If tuition support is requested, no salary support for the project administrative staff should be requested, as these are expenses that should be supported by tuition.

Proposals requesting both salary support and tuition support may be removed from the grant competition.

### **Project Period**

Projects must be completed by June 15, 2004. All financial encumbrances to be reimbursed from Title IIA funds must be cleared by July 16, 2004. The Board of Regents Office must receive all final reports, including budgetary, no later than August 25, 2004.

### **Reporting Requirements**

A project profile will be required as part of the final report. This profile is used to generate some of the data that the Board of Regents must submit to the federal Department of Education.

A final evaluation and report of the project, including a list of participants with addresses, and required audit, financial, and data materials must be received by the Board of Regents Title IIA Administrator by August 25, 2004.

### **Acknowledgment of Support**

All promotional and informational materials related to the project, including, but not limited to, brochures, reports, publications, and promotional materials must include references to the Board of Regents, State of Iowa, and the Title IIA Improving Teacher Quality Program funding.

### **Submission of Proposals**

**Letter of Intent:** Because of the number of changes required by NCLB from predecessor professional development programs, institutions or individuals who have an interest in preparing proposals are encouraged to submit a letter of intent to the Title IIA Administrator by February 1, 2003. Staff of the Title IIA program will follow-up letters of intent to offer assistance and guidance in the preparation of proposals. The letter of intent should identify the primary contact for the proposal and the three eligible partners. Other details as may be known can be included in the letter of intent or during follow-up. Letters of intent may be withdrawn and are not required as part of the application procedure.

**Address:** Proposals and letters of intent should be mailed or delivered to:

Title IIA Administrator  
Board of Regents, State of Iowa  
11260 Aurora Avenue  
Urbandale, Iowa 50322-7905

**Number of Copies:** One (1) signed original and 16 bound or stapled copies of the proposals are required.

**Deadline:** Proposals must be received at the above address by noon, Monday, March 3, 2003, to be considered. Proposals received after this deadline will not be considered.

**Award Date:** The anticipated award date is April 2003.

### **Content and Format of Proposals**

All applicants are urged to develop proposals that are concise, clearly written, and devoid of jargon. Proposals not following the format and content requirements will not be considered.

**Cover Page:** The top, cover page of the proposal should be the "Iowa Title IIA Cover Page" form found in the appendix. The cover page should be completed as per instructions listed in the appendix.

**Abstract:** A **BRIEF**, one page abstract in a normal font (such as Arial 10, 11, or 12) is required. This abstract is provided in response to requests for information about the project.

**Assurances:** The authorized institutional official should endorse the "Assurances" form in the appendix.

**Budget and Narrative:** The next pages of the proposal should be the properly completed "Budget Summary" forms found in the appendix and the narrative to support the forms. Use these forms to prepare a complete standard budget as outlined in the instructions located in the appendix. Following the "Budget Summary" forms will be the narrative budget statement. The narrative should explain: (1) the methodology used to estimate costs associated with the project; (2) how the major cost items relate to the proposed activities; (3) the source and amount of all funds being used in the project, including in-kind contributions from the applicants and others; (4) a relationship with other funded projects (regardless of source of funds); and (5) any costs that may appear unusual. The narrative should provide a "cost per participant" figure calculated by dividing the

total cost of the project by the projected number of participants in the primary professional development setting.

**Documentation of Members of the Eligible Partnership:** Each primary collaborative partner should document its eligibility to be included as a member of the eligible partnership. Documentation must show that each high-need LEA meets the qualification from page 2 of this Request for Proposals and must delineate (through minutes or exchanges of letters) that personnel from the LEA have participated in planning and implementing the proposed project. Likewise, the education college/department responsible for teacher training, as well as the applicable content area program, must each submit documentation (minutes and exchanges of letters/memos) that staff members have been involved in the design and implementation of the proposed project. Mere letters of support or endorsement are not sufficient to document involvement in planning and implementing the project.

Additional collaborative members (low-need LEAs, societies and professional organizations, businesses, etc.) are not required to submit documentation. They may document their parts in planning and implementing the proposed project, but their documents will become part of an appendix to the proposal. Again, mere letters of support or endorsement are not sufficient to document involvement in planning and implementation of the project.

**Narrative:** Narrative descriptions of the proposed project must not exceed 16 pages of text using a normal font (for example, Times New Roman 10, 11, or 12) and must include each of the categories of information listed below in the order listed. Proposals not following the format and content requirements will not be considered.

1. **Statement of Objectives and Intended Outcome by LEAs:** Each high-need LEA must set forth its goals and objectives for becoming involved in the eligible partnership. The statement should outline how the project will help the LEA attain benchmarks in its CSIP. Included should be a statement about the timeline that the LEA has established for itself. The Advisory Committee will review these to determine whether the proposed project will help the LEA attain its goals.
2. **Statement of Objectives and Intended Outcomes for the Project:** The Advisory Committee will assess the clarity of the project's objectives and intended outcomes. This discussion must include a statement of the objectives and both short-term and long-term outcomes expected from the project, including a timeline for completion. (The Advisory Committee recognizes that multiple year projects may be entered into the competition for funds either in first, second, or third year phases.) The objectives should be measurable and be the basis for the formal evaluation activities. Other objectives might be achieved beyond the immediate life of the project.

3. Description of the Proposed Project: The Advisory Committee will assess the feasibility and appropriateness of the project activities. This discussion must include:
- 1) a clear description of each major activity and event, including a calendar and timeline for the project;
  - 2) the persons who will implement the project; and
  - 3) how members of each organization in the eligible partnership have contributed or will contribute toward the design, planning, or implementation of the project.

Applicants should provide clear, distinct descriptions of the:

- ◆ content, format, and methods of all planned, formal in-service training activities;
  - ◆ nature, amount, and form of follow-up consultation, support, and other technical assistance to be provided to educators during the 2003-2004 academic year; and
  - ◆ financial and other assistance to be provided to participants and to obtain materials and resources needed to fulfill project objectives during the 2003-2004 academic year.
4. Discussion of the Project's Quality and Effectiveness: The Advisory Committee will assess how adequately the activities in the proposed project fulfill the definition of "scientifically based research." The Advisory Committee must ensure that extensive, positive, and permanent effects of the project are likely to occur for teachers and students. The proposal must provide evidence that the proposed activities are of high quality and rigor to promote a lasting and positive effect on teacher performance and student achievement. Because of the limited space available in the proposal, applicants may create an "Appendix A - Materials to Support a Claim to be Scientifically Based Research" at their discretion. Applications will be judged on the effort put into the proposal rather than the appendix.
5. Discussion of the Eligible Partnership's Capacity and Commitment: The Advisory Committee will assess whether the capabilities and background of the project staff are sufficient to complete the project successfully. In addition, the Advisory Committee will assess the ability of the eligible partnership to support teachers throughout the timeline set forth for the project. Administrative, financial, and policy support and commitment are necessary to sustain participants in their home school districts.
6. Discussion of the Project's Wider Impact: The Advisory Committee will assess the potential of the project to continue after funding, and/or the extent to which the project will be of benefit to others than those immediately served.

7. Discussion of Participation of Private Schools: This section should describe how private, nonprofit schools will be participating in the project.
8. Description of the Evaluation Plans: The Advisory Committee will assess the quality and comprehensiveness of the project's evaluation plan. Projects should serve as paradigms for their participants on the many and various ways in which high-quality educators make assessments. Evaluations by independent outside consultants or agencies are allowable. The project's evaluation component should:
  - ◆ Employ qualitative as well as quantitative methods;
  - ◆ Evaluate outcomes as well as processes;
  - ◆ Be appropriate for the project's activities;
  - ◆ Demonstrate evaluation objectives correlated with the intended outcomes of the project;
  - ◆ Enhance the potential for disseminating and replicating the project; and
  - ◆ Show that student achievement is increasing because of teacher participation in the project.
9. Description of the Project's Relationship to Other Projects and/or Sources of Funding: A description of the fiscal and programmatic relationship between the proposed project and any related funded, or proposed funding, as well as other projects being conducted by persons responding to this Request for Proposals must be included. As noted earlier, if one of the institutions of the eligible partnership participates in a grant under section 203 of the Higher Education Act, both programs must be coordinated for maximum efficiency of federal dollars.
10. Other Pertinent Information: Factors relevant to the proposed project not previously covered should be briefly and succinctly described.

Optional Appendix A: Because of the limited space available in the proposal, applicants may create an "Appendix A - Materials to Support a Claim to be Scientifically Based Research."

Optional Appendix B: Applicants may submit background information on their institution and/or personnel that is relevant to a full understanding of the significance and feasibility of the proposed project.

Optional Appendix C: Other documentation to show the involvement of teachers and other staff in the design and implementation of the proposed project.

Optional Appendix D: Relevant needs assessments

## **Financial Policies**

**Fiduciary Member of the Eligible Partnership:** Grants made under the higher education portion of the Title IIA program will be awarded to accredited colleges and universities, private or public, and community colleges. The financial agent for the grant cannot be the LEA, AEA, or an additional collaborative partner such as a professional association or other non-profit entity.

**Disbursement of Funds:** Institutions of higher education will be reimbursed for expenses associated with projects on a monthly or quarterly basis. Forms will be provided by the Board of Regents Office.

**Salaries versus Tuition:** In preparing the budget, project directors must decide whether to seek tuition support or salary support for instructional and administrative staff. Projects may offer teachers graduate credit; tuition fees are allowable expenses. Tuition is supposed to support costs of instruction. Salaries for project staff should come from tuition charged. If no tuition support is requested, the budget request may be for salary support. Projects which seek both salary and tuition support will be removed from the competition.

**Stipends:** Stipends for teachers may be requested and paid from Title IIA funds. For the competition for FY 2002 funds, the daily stipend for teachers should be \$110.

**Travel Costs:** At the writing of this Request for Proposals, the state rate for mileage reimbursement is 22 cents per mile. The state policy on reimbursement supercedes institutional policies on mileage reimbursement. All mileage reimbursements must be calculated at the state rate.

**Indirect Costs:** The indirect cost rate for the Title IIA program will be 10%. The difference between the agency's federally approved indirect cost rate and the rate imposed by Title IIA is an institutional contribution and should be reported as such on the budget forms.

**The New Special Rule:** Congress added a special rule that mandates that no one entity of the partnership may receive more than 50% of the funds allocated to the project. There are special instructions in the Appendix to assist proposal developers in meeting this requirement.

**Reduction for Less than Anticipated Participants:** If the project enrolls fewer participants than were anticipated, expenditures will be expected to be reduced proportionately.

**Budgetary or Programmatic Changes:** Programmatic changes and budgetary changes of 10% or more of a budgetary line must receive **prior** written approval of the Board of Regents Title IIA Administrator.



**Audit Requirements:** Grant recipients are required to complete an audit in accordance with OMB Circulars A-133, A-128, or A-110 as appropriate. An institution that receives more than \$25,000 in any fiscal year (July 1 to June 30) from this grant is required to submit a copy of the single audit report for federal funding (private institutions) or a copy of the statewide single audit report (public institutions). Title IIA funds must be clearly identifiable in the audit. Title IIA is identified as CFDA 84.367B.

### **Selection of Proposals**

**The Process:** Proposals are reviewed in several stages. In the first stage, the Board of Regents staff will make a cosmetic review of the proposal to ascertain compliance with basic features. Among questions asked will be: Is this LEA high need? Do budgetary constraints keep the fund allocation for the project below 50% per member of the eligible partnership? Proposals may be removed from the competition for substantial non-compliance with guidelines set forth in this Request for Proposals.

Next, the Advisory Committee members review the proposals. Using the criteria listed below, committee members rank and assign a numerical score to each proposal. The mathematical score becomes the basis for the next stage of the selection process.

Next, the Advisory Committee meets to discuss projects and make recommendations to the Board of Regents. The numerical scores assigned are the basis for discussion. Since the Board of Regents is charged under NCLB to ensure equitable distribution around the state, a high ranked project may be displaced by a lower ranked project to ensure equitable distribution. The AEAs in which the presence of higher education professional development funds is farthest in the past are AEAs 3, 14, 4, and 9. The next group of AEAs with a presence, even if somewhat limited, in the past several years includes 5, 16, 2, 15, 11, and 13. More recent AEAs involved in higher education projects include 1, 6, 12, 7, and 10.

The final stage is the review and approval of the Advisory Committee recommendations by the Board of Regents.

**Proposal Rating Criteria:** The criteria of the Advisory Committee are presented here for information. Criteria are scored on a scale as noted below in parentheses.

1. The proposed project's objectives and intended outcomes are clear, explicit, and appropriate to the program priorities described in the Request for Proposals. (Scored from 0 to 6)

2. The project's objectives are appropriate to the need of the high need LEA(s) of the eligible partnership and will support the LEA's (s') attainment of benchmarks in the Comprehensive School Improvement Plan of the LEA(s). (Scored from 0 to 8)
3. The overall plan of the proposed project is explicit, logical, and clearly related to the stated objectives and intended outcomes. (Scored from 0 to 6)
4. The proposed project's activities are clearly related to the stated objectives and show evidence that the activities provide the conditions that lead to the intended outcomes and that the objectives can be accomplished within the stated timeline. (Scored from 0 to 6)
5. The proposed project is firmly grounded in scientifically based research, has good potential to meet or exceed past student achievement gains, and is replicable within the geographic area that the project will serve. (Scored from 0 to 8)
6. The eligible partnership and project staff have the capacity, backgrounds, and capabilities to carry out effectively the proposed project. (Scored from 0 to 4)
7. Participating teachers and other educational personnel have had and will continue to have input into the design, planning, and implementation of the proposed project. (Scored from 0 to 4)
8. The proposed project will have a breadth of impact beyond the immediate participants of the project and beyond the timeline of the project itself. (Scored 0 to 4)
9. The proposed project provides for participation of educators from private and public schools. (Scored from 0 to 2)
10. The evaluation plan provides for a valid and reliable assessment of the anticipated outcomes as well as the project's effectiveness. (Scored from 0 to 4)
11. The evaluation plan measures the project's objectives and would continue to contribute to the body of research from which this scientifically based project was drawn. (Scored from 0 to 4)
12. The expenditures identified in the detailed budget are appropriate to the objectives and activities identified in the grant narrative. (Scored form 0 to 4)
13. The project budget reflects cost sharing among the primary collaborative partners of the eligible partnership and appears to be divided sufficiently to be

within federal rules regarding no member of the eligible partnership receiving more than 50% of the funds available for the project. (Scored 0 to 4)

14. The proposed project sets itself apart from other proposals with creative elements, innovations, intrinsic merit, or other considerations that merit special consideration. (Scored 0 to 6)

### **Additional Information**

Additional information about the Title IIA - Higher Education Grants can be obtained by calling or writing:

Title IIA Grant Program  
Board of Regents, State of Iowa  
11260 Aurora Avenue  
Urbandale, Iowa 50322-7905

Phone: 515-281-3934  
Fax: 515-281-6420

## **Appendix**

### Contents:

Cover Sheet Instructions

Budget Summary Instructions

Budget Compliance Summary

Cover Sheet Form

Assurances Form

Budget Summary Form

Budget Compliance Form

## **Iowa Title IIA Higher Education Grant Application Cover Page Instructions**

To the extent permissible by technology, the Board of Regents, State of Iowa, will share Title IIA forms electronically when requested to do so. Requests may be made by telephone at 515-281-3934.

Title of Project — Please list the title of the project as it is to be known. Project title acronyms are discouraged. Project titles should lend themselves to titles for research papers in dissemination.

Project Director, Title, Department — List the primary person responsible for the administration of the project, that individual's official title and department, telephone, fax, and e-mail. In case of co-directors, please list co-directors. You may need to request an electronic form so that you can adjust with other lines to accommodate multiple individuals.

Institution — In this area, please list the complete mailing address to be used for any correspondence about the project. Note that the unit identified should be one of the partners to the eligible partnership.

Other Members of Eligible Partnership — This space should be used to identify other members of the eligible partnership. This may continue in the box below or on another page if there is not enough space. Simply insert the additional page before the abstract.

Proposed Funding — Summarize the proposed funding sources.

Other Primary or Additional Partners — This may be a continuation of the list from above or be used to identify additional partners which do not meet the qualifications to be counted as a primary partner. If an additional sheet is needed, please insert it before the abstract.

Project Start Date — Indicate a start-up date and the duration of time over which the project will occur.

Estimated Number of Participants — Estimate the number of teachers and students who would directly participate in the project.

Area of Project Impact — Shade the areas of impact. Shaded areas may not coincide with the arbitrary coordinates on the map.

Signatures — The project director and the appropriate institutional representative should sign the certificate. In case of co-directors, one signatory will be sufficient.

## **Iowa Title IIA Higher Education Grant Application Budget Summary Instructions**

To the extent permissible by technology, the Board of Regents, State of Iowa, will share Title IIA forms electronically when requested to do so. Requests may be made by telephone at 515-281-3934.

Project — Please write the project title on the top line of each page. A shortened version with key words is helpful if the title is too long.

### **Proposed Title IIA Grant Support Column**

Section 1      Personnel — If you complete this section, you may not use line 2A.

Name the individuals to receive salary support. In positions without an incumbent, a position title is permissible. Estimate the number of months the individual will dedicate to the project. Use the budget narrative to provide other details for calculating the salary request. If fringe benefits are at different percentages, use the narrative to detail the varying fringe benefit percentages.

Section 2      Participant Support — If you complete line 2A (Tuition and Fees), you may not use the Personnel section.

Line A - In the narrative, explain institutional policy regarding the tuition and fees to be charged against the grant.

Line B - Sets of national content standards, texts for participants, and other printed materials should be entered here.

Line C - This line includes materials used for and by the participants.

Line D - Travel expenses include mileage reimbursements paid at 22 cents per mile. This line is meant for participants. Administrative travel is detailed in another section of the budget.

Line E - Reasonable room and board for participants may be charged against the grant. Meal costs should not exceed state guidelines for state employees who travel. State guidelines are available through the Board of Regents Office.

Line F - Stipends should be paid at the rate of \$110 for a day (8 hour) session. Partial days are prorated as a percentage of the above rate.

- Section 3      Supplies — This line is for postage, copying, and supplies necessary for the administration of the grant. Identify high cost items separately as budget lines.
- Section 4      Equipment Rental — The grant will pay for rental items, such as main frame computer time. Funds from the grant may not be used to purchase equipment. Equipment is defined as non-expendable personal property and having a useful life of more than a year.
- Section 5      Subcontracts — This section is used for assistance funds for LEAs, consultants and master teachers, and other subcontracts into which project directors may enter.
- Section 6      Other - Nonparticipant Travel — Line 6A is for administrative travel associated with the grant. Mileage reimbursement is 22 cents per mile. The state policy supercedes institutional policy. The difference can be counted as Applicant Support.
- Bottom of Form      Indirect Costs — The indirect cost for the Title IIA grants will be 10%. The difference between this rate and the institution's federally approved indirect cost rate should be counted as an institutional contribution under applicant support.

Proposed Applicant Support — This column should be completed by the higher education institution submitting the proposal. Any and all contributions by the applicant institution should be entered on the appropriate lines in this column.

Proposed Other Partner Support — If additional institutions of higher education are involved with the grant, their contributions are totaled with the support from the local educational agencies that are part of the eligible partnership for the grant. The narrative should explain the various sources of funding reported in this column.

Proposed Other Funding — Funds in this column may come from several sources, such as section 204 of the Higher Education Act, foundations, professional societies, businesses, and additional collaborative partners such as LEAs that do not qualify as a high-need LEA. The narrative should be used to explain the various sources of funding from this column.

In-Kind Support — Use the narrative to explain this support.

Upon completing the budget, the project director and appropriate institutional representative should sign the budget on page one and initial page two as verification that the complete budget has been examined.

## **Iowa Title IIA Higher Education Grant Application Budget Compliance Summary**

To the extent permissible by technology, the Board of Regents, State of Iowa, will share Title IIA forms electronically when requested to do so. Requests may be made by telephone at 515-281-3934.

A special, new rule in No Child Left Behind states that no single member of an eligible partnership may use more than 50% of the funds made available to the project. An eligible partnership has at least 3 collaborating partners: 1) a high-need LEA, 2) a college/department of education involved with teacher preparation, 3) and a college/school/department in the content area of the project.

The column entitled "Total Proposed Grant Support" is the same as the "Total Proposed Grant Support" column on the Budget Summary. The data must be disaggregated to show fund allocations by the three members of the eligible partnership. Project directors are asked to determine how members of the eligible partnership stand to benefit from the federal funds made available for the project.

For example, State University offers baccalaureate work in education. Professor Smith, Professor of Curriculum and Instruction in the College of Education, has teamed with Professor Jones, Associate Professor of Statistics in the Department of Mathematics, to create a project that will help the high-need LEA, Our Community School District, upgrade certification for its mathematics instructors.

Professor Smith must determine how much of the funds being requested will be used in the College of Education, in the Department of Mathematics, and in the LEA. While some lines are discretely placed, others are split across several partners. Professor Smith determined that the tuition and other administrative costs were split between the College of Education and Professor Jones' department; stipends benefited the LEA. Professor Smith scrutinized each line in the grant to determine how each partner benefited from the federal funds.

When this resource allocation process is completed, ask the appropriate deans, department chairs, superintendents, or principals to review the budget and to initial the appropriate spaces. This is a best estimate of how the funds will be utilized.

The Board of Regents Office will work with institutions and project directors to determine how and where these allocations might take place. For assistance, contact the Board of Regents Office at 515-281-3934.



# Iowa Title IIA Higher Education Grant Application

## Cover Page



Title of Project:

Project Director, Title, Department:

Office Phone, Fax, e-mail:

Institution:

Unit and Address:

City, State and Zip:

Other Members of Eligible Partnership:

(Institution, Department, Complete Address, Contact, Phone, Fax, e-mail)

Proposed Funding:

|                 |    |     |
|-----------------|----|-----|
| Title IIA Grant | \$ | .00 |
| Applicant       | \$ | .00 |
| Other Partners  | \$ | .00 |
| Other Funding   | \$ | .00 |
| Total           | \$ | .00 |

Project Start Date:

Duration

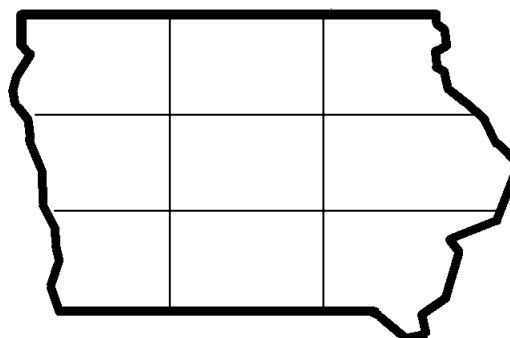
\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ months

Estimated Number of Participants:

Other Primary or Additional Partners:

Area of Project Impact:



The applicant certifies that, to the best of my knowledge and belief, data in this application are true and correct; those responsible for conducting the activity are requisitely responsible and capable; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with the attached assurances if the assistance is provided.

X

Project Director Signature

Title

Printed Name and Date

X

Institutional Authority Signature

Title

Printed Name and Date

## **ASSURANCES**

The applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also, the applicant assures and certifies:

1. It possesses legal authority to apply for the grant; an official act of the applicant's governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will provide equal access and treatment of eligible program participants who are members of historically under-represented groups and who are gifted and talented.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will enter into formalized agreements(s) with the local education agency (LEA), consortium of LEAs or educational service center in the area of proposed service.
5. It will comply with the requirement to audit the grant-funded program in accordance with OMB Circular A-110, A-128, or A-133 as appropriate and submit the findings of the auditor's report (management letter) to the Board of Regents, State of Iowa Title IIA Grant Program Administrator within 60 days of completion of the audit.
6. It will give the Board of Regents, State of Iowa, Title IIA Grant Program Administrator, the Federal sponsoring agency, or the State Auditor, through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Board of Regents, State of Iowa, and the Federal-sponsoring agency concerning special requirements of law and other administrative requirements.

---

Institution

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Name and Title (typed)

---

Signature

---

Date

| Title IIA Budget Summary                                  |  |                       |        |  |                                  |  |
|---|--|-----------------------|--------|--|----------------------------------|--|
| <b>Project:</b>   |  |                       |        | Proposed<br>Title IIA<br>Grant Support | Proposed<br>Applicant<br>Support |  |
| <b>Institution:</b>                                       |  |                       |        |  |                                  |  |
| 1. Personnel ( <b>SEE INSTRUCTIONS</b> )                  |  | Title IIA Funded Mos. |        |  |                                  |  |
| Grant Faculty and Administrators                          |  | Acad.<br>Year         | Summer | Cal.<br>Year                           |                                  |  |
| A. Salaries   |  |                       |        |  |                                  |  |
| I.  |  |                       |        |  |                                  |  |
| II.   |  |                       |        |  |                                  |  |
| III.  |  |                       |        |  |                                  |  |
| IV.   |  |                       |        |  |                                  |  |
| V.  |  |                       |        |  |                                  |  |
| B. Fringe Benefits @ ____%                                |  |                       |        |  |                                  |  |
| Support Staff (Clerical and Graduate Assts.)              |  |                       |        |  |                                  |  |
| A. Salaries   |  |                       |        |  |                                  |  |
| I.  |  |                       |        |  |                                  |  |
| II.   |  |                       |        |  |                                  |  |
| B. Fringe Benefits @ ____%                                |  |                       |        |  |                                  |  |
| Subtotal Personnel Costs                                  |  |                       |        |  |                                  |  |
| 2. Participant Support                                    |  |                       |        |  |                                  |  |
| A. Tuition and Fees ( <b>SEE INSTRUCTIONS</b> )           |  |                       |        |  |                                  |  |
| B. Books  |  |                       |        |  |                                  |  |
| C. Materials  |  |                       |        |  |                                  |  |
| D. Participant Travel                                     |  |                       |        |  |                                  |  |
| E. Room and Board   |  |                       |        |  |                                  |  |
| F. Stipends   |  |                       |        |  |                                  |  |
| G. Other (Provide Details)                                |  |                       |        |  |                                  |  |
| Subtotal Participant Support                              |  |                       |        |  |                                  |  |
| 3. Supplies (Provide Details)                             |  |                       |        |  |                                  |  |
| A.  |  |                       |        |  |                                  |  |
| B.  |  |                       |        |  |                                  |  |
| C.  |  |                       |        |  |                                  |  |
| 4. Equipment Rental (Provide Details)                     |  |                       |        |  |                                  |  |
| A.  |  |                       |        |  |                                  |  |
| B.  |  |                       |        |  |                                  |  |
| C.  |  |                       |        |  |                                  |  |
| 5. Subcontracts   |  |                       |        |  |                                  |  |
| A. School Subcontracts                                    |  |                       |        |  |                                  |  |
| B. Consultants  |  |                       |        |  |                                  |  |
| C. Other (Provide Details)                                |  |                       |        |  |                                  |  |
| 6. Other (Provide Details)                                |  |                       |        |  |                                  |  |
| A. Nonparticipant Travel                                  |  |                       |        |  |                                  |  |
| B.  |  |                       |        |  |                                  |  |
| C.  |  |                       |        |  |                                  |  |
| Subtotal Lines 3 through 6                                |  |                       |        |  |                                  |  |
| Total Direct Costs (Sum of Section 1, 2, and 3 through 6) |  |                       |        |  |                                  |  |
| Indirect Costs @ 10% of Previous Line                     |  |                       |        |  |                                  |  |
| Total Costs of Grant (Sum of Previous Two Lines)          |  |                       |        |  |                                  |  |
| Project   |  |                       |        |  |                                  |  |
| Director:   |  |                       |        |  |                                  |  |
| Signature/Initial (p. 2)                                  |  | Printed Name          |        | Date                                   |                                  |  |
| Institutional Representative:                             |  |                       |        |  |                                  |  |
| Signature/Initial (p. 2)                                  |  | Printed Name          |        | Date                                   |                                  |  |

| Title IIA Budget Summary                                  |               |          |               |
|---|---------------|----------|---------------|
| Project:  | Proposed      | Proposed | Total Funding |
| Institution:  | Other Partner | Other    |               |
| 1. Personnel (SEE INSTRUCTIONS)                           | Support       | Funding  |               |
| Grant Faculty and Administrators                          |               |          |               |
| A. Salaries   |               |          |               |
| I.  |               |          |               |
| II.   |               |          |               |
| III.  |               |          |               |
| IV.   |               |          |               |
| V.  |               |          |               |
| B. Fringe Benefits @ ____%                                |               |          |               |
| Support Staff (Clerical and Graduate Assts.)              |               |          |               |
| A. Salaries   |               |          |               |
| I.  |               |          |               |
| II.   |               |          |               |
| B. Fringe Benefits @ ____%                                |               |          |               |
| Subtotal Personnel Costs                                  |               |          |               |
| 2. Participant Support                                    |               |          |               |
| A. Tuition and Fees (SEE INSTRUCTIONS)                    |               |          |               |
| B. Books  |               |          |               |
| C. Materials  |               |          |               |
| D. Participant Travel                                     |               |          |               |
| E. Room and Board   |               |          |               |
| F. Stipends   |               |          |               |
| G. Other (Provide Details)                                |               |          |               |
| Subtotal Participant Support                              |               |          |               |
| 3. Supplies (Provide Details)                             |               |          |               |
| A.  |               |          |               |
| B.  |               |          |               |
| C.  |               |          |               |
| 4. Equipment Rental (Provide Details)                     |               |          |               |
| A.  |               |          |               |
| B.  |               |          |               |
| C.  |               |          |               |
| 5. Subcontracts   |               |          |               |
| A. School Subcontracts                                    |               |          |               |
| B. Consultants  |               |          |               |
| C. Other (Provide Details)                                |               |          |               |
| 6. Other (Provide Details)                                |               |          |               |
| A. Nonparticipant Travel                                  |               |          |               |
| B.  |               |          |               |
| C.  |               |          |               |
| Subtotal Lines 3 through 6                                |               |          |               |
| Total Direct Costs (Sum of Section 1, 2, and 3 through 6) |               |          |               |
| Indirect Costs @ 10% of Previous Line                     |               |          |               |
| Total Costs of Grant (Sum of Previous Two Lines)          |               |          |               |
| Project Director:   | Page 2        |          |               |
| Signature/Initial (p. 2)                                  |               |          |               |
| Institutional Representative:                             |               |          |               |
| Signature/Initial (p. 2)                                  |               |          |               |

| Title IIA Budget Compliance Summary                       |                            |                          |                      |                              |
|---|----------------------------|--------------------------|----------------------|------------------------------|
| Project:  | Proposed Education Support | Proposed Content Support | Proposed LEA Support | Total Proposed Grant Support |
| Institution:  |                            |                          |                      |                              |
| 1. Personnel  |                            |                          |                      |                              |
| Grant Faculty and Administrators                          |                            |                          |                      |                              |
| A. Salaries   |                            |                          |                      |                              |
| I.  |                            |                          |                      |                              |
| II.   |                            |                          |                      |                              |
| III.  |                            |                          |                      |                              |
| IV.   |                            |                          |                      |                              |
| V.  |                            |                          |                      |                              |
| B. Fringe Benefits @ _____%                               |                            |                          |                      |                              |
| Support Staff (Clerical and Graduate Assts.)              |                            |                          |                      |                              |
| A. Salaries   |                            |                          |                      |                              |
| I.  |                            |                          |                      |                              |
| II.   |                            |                          |                      |                              |
| B. Fringe Benefits @ _____%                               |                            |                          |                      |                              |
| Subtotal Personnel Costs                                  |                            |                          |                      |                              |
| 2. Participant Support                                    |                            |                          |                      |                              |
| A. Tuition and Fees                                       |                            |                          |                      |                              |
| B. Books  |                            |                          |                      |                              |
| C. Materials  |                            |                          |                      |                              |
| D. Travel   |                            |                          |                      |                              |
| E. Room and Board   |                            |                          |                      |                              |
| F. Stipends   |                            |                          |                      |                              |
| G. Other (Provide Details)                                |                            |                          |                      |                              |
| Subtotal Participant Support                              |                            |                          |                      |                              |
| 3. Supplies (Provide Details)                             |                            |                          |                      |                              |
| A.  |                            |                          |                      |                              |
| B.  |                            |                          |                      |                              |
| C.  |                            |                          |                      |                              |
| 4. Equipment Rental (Provide Details)                     |                            |                          |                      |                              |
| A.  |                            |                          |                      |                              |
| B.  |                            |                          |                      |                              |
| C.  |                            |                          |                      |                              |
| 5. Subcontracts   |                            |                          |                      |                              |
| A. School Subcontracts                                    |                            |                          |                      |                              |
| B. Consultants  |                            |                          |                      |                              |
| C. Other (Provide Details)                                |                            |                          |                      |                              |
| 6. Other (Provide Details)                                |                            |                          |                      |                              |
| A. Nonparticipant Travel                                  |                            |                          |                      |                              |
| B.  |                            |                          |                      |                              |
| C.  |                            |                          |                      |                              |
| Subtotal Lines 3 through 6                                |                            |                          |                      |                              |
| Total Direct Costs (Sum of Section 1, 2, and 3 through 6) |                            |                          |                      |                              |
| Indirect Costs @ 10% of Previous Line                     |                            |                          |                      |                              |
| Total Costs of Grant (Sums of Previous Two Lines)         |                            |                          |                      |                              |
| Project   |                            |                          |                      |                              |
| Director/Unit Lead Person:                                | Initial:                   | Initial:                 | Initial:             | Initial:                     |
| Initial Date  | Date:                      | Date:                    | Date:                | Date:                        |
| Institutional Representative:                             |                            |                          |                      |                              |
| Initial Date  | Office Use:                | Office Use:              | Office Use:          | Office Use:                  |